

GWL30 Unit 1 Activity 3 Skills Checklist

Name: _____

You will notice that the checklist is divided into six sections with similar skills clusters.

Step 1: Read your Accomplishment Stories and scan the checklist. Put a check to show each skill that you used in the story. Check key words that stand out to you.

Step 2: Add to the list other skills describing you. Check with your friends and/or family. Do they see you as you see yourself?

Skills Analysis	Story #			Skills seen by Friends/Family	Total #
Section R	1	2	3		
Be athletic or use physical coordination and agility					
Build or construct things or structures					
Do skilled crafts or use hand coordination with tools					
Operate vehicles, machines or electronic equipment					
Repair or set up machines or equipment					
Work with earth and nature					
Section R Totals					

Section I	1	2	3	Skills Seen by Friends/Family	#
Analyse, use logic, problem solve, examine or classify					
Conceive, adapt, develop, hypothesize or discover					
Evaluate, assess, test, appraise, diagnose or reason					
Observe, reflect, study or notice					
Research, investigate, read or interview					
Synthesize, integrate, unify or conceptualize ideas					
Section I Totals					

Section A	1	2	3	Skills Seen by Friends/Family	#

Entertain, perform, amuse, sing, dance or act					
Perceive intuitively, sense, show insight or have foresight					
Use artistic ability, photograph, decorate, paint or sculpt					
Use creativity, visualize, imagine, brainstorm or design					
Use musical ability, sing, compose or play instruments					
Write, edit, translate, interpret or critique words					
Section A Totals					

Section S	1	2	3	Skills Seen by Friends/Family	#
Care, treat, heal, nurse, minister to or rehabilitate others					
Counsel, empower, coach, guide or listen to individuals					
Host, comfort, please, make welcome or serve customers					
Plan social, recreational or other group events					
Problem-solve, mediate or liaise with people					
Teach, train, instruct, inform or explain to groups					
Section S Totals					

Section E	1	2	3	Skills Seen by Friends/Family	#
Administer, set goals & priorities, plan or make decisions					
Advise, consult, arbitrate or influence					
Initiate, assess needs, anticipate or create change					
Manage people, delegate, direct, oversee or motivate					
Sell, negotiate, convince, promote or persuade					
Speak in public, debate, advocate, present or demonstrate					
Section E Totals					

Section C	1	2	3	Skills Seen by Friends/Family	#
Account, budget, program or systematize financial data					
Attend to detail, copy, inspect or transcribe					
Compute, calculate, compare or record numbers					
Forecast, appraise or estimate numerical information					
Implement, monitor, coordinate, expedite or schedule					
Organize, file, update, categorize or arrange information					
Section C Totals					

Insert additional skills	1	2	3	Skills Seen by Friends/Family	#

Congratulations on identifying your skills!

Step 3: Highlight the top five skills that are most important to you. This information will be helpful when you review the interests in the next section.